

**TOWN OF ORLANDO, OKLAHOMA  
ORLANDO, OKLAHOMA**

**AGREED UPON PROCEDURES  
AND ACCOMPANYING  
INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED  
JUNE 30, 2014**



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**Members of American  
Institute of Certified  
Public Accountants**

**Members of Oklahoma  
Society of Certified  
Public Accountants**

## **Independent Accountant's Report on Applying Agreed-Upon Procedures**

To the Specified Users of the Report:

Town Board, Town of Orlando  
Orlando, Oklahoma

Trustees of the Orlando Public Works Authority  
Orlando, Oklahoma

Oklahoma Office of State Auditor and Inspector  
Oklahoma City, Oklahoma

We have compiled the accompanying Summary of Changes in Budgetary Fund Balances of the Town of Orlando, Oklahoma as of June 30, 2014 and the related Budgetary Comparison Schedule of General Fund and Volunteer Fire Department, and the Statement of Revenues, Expenses and Changes in Fund Balance of Orlando Public Works Authority- Cash Basis for the fiscal year ended June 30, 2014. The financial statements have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles. We have not audited or reviewed the financial statements referred to above, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis described above.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and the requirements of Oklahoma Statutes and for designing, implementing, and maintain internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide an assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Town's

assets, liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We have performed the procedures enumerated within Appendix A and Appendix B which were agreed to by the specified users of the report, as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town of Orlando (the Town) and the Orlando Public Works Authority (the Authority) in meeting its financial accountability requirements as prescribed Oklahoma Statutes §11-17 (105-107) and §60-180.1-.3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2014. Management of the Town of Orlando is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in Appendix A or B, either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties.



RSMeacham CPAs & Advisors  
October 1, 2014

**Town of Orlando, Oklahoma  
Procedures and Findings  
For the Year Ended June 30, 2014**

As to the Town of Orlando as of and for the fiscal year ended June 30, 2014:

- I. Prepare a schedule of changes in fund balances for each fund from the Town's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: See Exhibit I. No instances of noncompliance noted.

- II. Prepare a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund and compare the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

Findings: See Exhibit II and III. No instances of noncompliance noted.

- III. Agree the Town's material bank account balances to bank statements, and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No instances of noncompliance noted.

- IV. Compare the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances of noncompliance noted.

- V. Compare use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- VI. Compare the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- VII. Compare the Town's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

**TOWN OF ORLANDO, OKLAHOMA**  
**SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES**  
**FOR THE YEAR ENDED JUNE 30, 2014**

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	<b>Beginning of Year Fund Balance</b>	<b>Current Year Change</b>	<b>End of Year Fund Balance</b>
<b>TOWN OF ORLANDO</b>			
General Fund	\$ 134,347	\$ 125,901	\$ 260,248
Orlando Volunteer Fire Department	91,260	834	92,094
<b>TOWN TOTAL</b>	<u>225,607</u>	<u>126,735</u>	<u>352,341</u>

See accountant's report.

**TOWN OF ORLANDO, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2014**

	<b>Approved Budget</b>	<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b>Beginning Budgetary Fund Balance:</b>	\$ 100,000	\$ 134,347	\$ 34,347
<b>Resources (Inflows):</b>			
<b>Taxes:</b>			
Sales tax	148,240	148,241	1
Cigarette tax	1,600	1,688	88
Gasoline tax	280	281	1
Motor vehicle tax	1,032	1,190	158
<b>Total Taxes</b>	<u>151,152</u>	<u>151,399</u>	<u>247</u>
<b>Intergovernmental:</b>			
Alcoholic beverage tax	1,400	1,381	(19)
<b>Total Intergovernmental</b>	<u>1,400</u>	<u>1,381</u>	<u>(19)</u>
<b>Rental Income</b>	1,050	1,360	310
<b>Grant</b>	70,809	73,817	3,008
<b>Other Income</b>	750	740	(10)
<b>Gain on Sale of Assets</b>	6,200	6,200	-
<b>Donations</b>	-	64	64
<b>Total current year resources</b>	<u>231,361</u>	<u>234,962</u>	<u>3,601</u>
<b>Amounts available for appropriation</b>	<u>\$ 331,361</u>	<u>\$ 369,309</u>	<u>\$ 37,948</u>
<b>Charges to Appropriations (Outflows):</b>			
<b>General government:</b>			
Personal services	4,750	3,116	1,634
Materials and supplies	2,750	2,539	211
Other services and charges	23,925	27,128	(3,203)
Street Department- Materials and Supplies	500	-	500
Street Department- Repairs and Maint	500	357	143
Capital Outlay	7,350	7,299	51
Capital Outlay- Street	71,965	68,622	3,343
Debt service	-	-	-
<b>Total General government</b>	<u>111,740</u>	<u>109,061</u>	<u>2,679</u>
<b>Total Charges to Appropriations</b>	<u>111,740</u>	<u>109,061</u>	<u>2,679</u>
<b>Change in Fund Balance</b>	119,621	125,901	6,280
<b>Ending Budgetary Fund Balance</b>	<u>\$ 219,621</u>	<u>\$ 260,248</u>	<u>\$ 40,627</u>

**TOWN OF ORLANDO, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE  
VOLUNTEER FIRE DEPARTMENT  
FOR THE YEAR ENDED JUNE 30, 2014**

	<b>Approved Budget</b>	<b>Actual Amounts</b>	<b>Variance with Final Budget Positive (Negative)</b>
<b>Beginning Budgetary Fund Balance:</b>	\$ 75,000	\$ 91,260	\$ 16,260
<b>Resources (Inflows):</b>			
<b>License, Permits &amp; Fees</b>			
Assessments	6,050	7,600	1,550
Fire Runs	3,825	3,825	-
<b>Total License, Permits &amp; Fees</b>	<u>9,875</u>	<u>11,425</u>	<u>1,550</u>
<b>Intergovernmental:</b>			
Grant revenue	4,474	4,474	(0)
<b>Total Intergovernmental</b>	<u>4,474</u>	<u>4,474</u>	<u>(0)</u>
<b>Investment Income</b>	300	288	(12)
<b>Miscellaneous Income</b>	2,848	2,948	100
<b>Total current year resources</b>	<u>17,497</u>	<u>19,135</u>	<u>1,638</u>
<b>Amounts available for appropriation</b>	<u>\$ 92,497</u>	<u>\$ 110,395</u>	<u>\$ 17,898</u>
<b>Charges to Appropriations (Outflows):</b>			
<b>Fire:</b>			
Materials and supplies	6,000	4,208	1,792
Other services and charges	18,000	13,143	4,857
<b>Total Fire</b>	<u>24,000</u>	<u>17,352</u>	<u>6,648</u>
<b>Total Charges to Appropriations</b>	<u>24,000</u>	<u>17,352</u>	<u>6,648</u>
<b>Change in Fund Balance</b>	(6,503)	1,784	8,287
<b>Ending Budgetary Fund Balance</b>	<u>\$ 68,497</u>	<u>\$ 93,044</u>	<u>\$ 24,547</u>

**Orlando Public Works Authority  
Procedures and Findings  
For the Year Ended June 30, 2014**

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2014:

- I. Prepare a schedule of revenues, expenditures and changes in fund balance for each fund from the Authority's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: See Exhibit IV. No instances of noncompliance noted.

- II. Agree the Authority's material bank account balances to bank statements, and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No instances of noncompliance noted.

- III. Compare the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances of noncompliance noted.

- IV. Compare the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- V. Compare the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- VI. Compare the Authority's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.



**ORLANDO PUBLIC WORKS AUTHORITY ORLANDO, OKLAHOMA**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - CASH BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2014**

**Operating Revenues:**

## Charges for services:

Electric	\$ 157,642
Water	32,084
Sewer	10,469
Sanitation	18,538
Gas	90,407
Other	4,705
Grant Income	-
Total Operating Revenues	<u>313,845</u>

**Operating Expenses:**

Administration	32,051
Electric	99,844
Water	32,716
Sewer	2,924
Sanitation	16,240
Gas	47,615
Total Operating Expenses	<u>231,390</u>
Operating Income	\$ 82,454

**Non-Operating Revenues:**

Interest	<u>1,015</u>
Total Non-Operating Revenues	<u>1,015</u>

**Change in fund balance**

\$ 83,469

**Fund Balance - beginning**

528,713

**Fund Balance - ending**

\$ 612,181